

## Work Requirements

A recipient who fails to register by the due date established on the DFA-6 or verification checklist is subject to a SNAP penalty and the Worker must send an adverse action notice. See Section 13.6. **The penalty is not imposed and any lost benefits are restored if, before the end of the month in which the adverse notice expires, the following occurs:**

- a. The client registers and
- b. The client notifies DHHR that he has registered. If the Worker independently discovers before the penalty goes into effect that the client has registered before the end of the month in which the adverse notice expires, the penalty may be lifted and benefits restored. There is no requirement on the Department, however, to attempt to independently verify if the client has registered after the date the penalty is entered into the system.

**EXAMPLE:** Using the example above, if the brother does not register by September 12<sup>th</sup>, the Worker must send notification that he is subject to a penalty beginning October 1<sup>st</sup>. If he registers by September 30<sup>th</sup> and notifies the Worker, the penalty is not imposed. Any lost benefits are restored.

The client may register by visiting a WorkForce West Virginia office, or by registering online. The Worker must explain these requirements to the client and record the registration date in eRAPIDS.

2. WorkForce West Virginia

During the application and redetermination process, eRAPIDS will present a registration date obtained from WorkForce West Virginia. If the client is not registered, no date will be returned.

During the certification period, the Worker may request the registration date through eRAPIDS. The client is only required to register with WorkForce West Virginia every 12 months for SNAP purposes.

When the client is due to re-register, he must show activity to fulfill this requirement. The date of the re-registration is the date of the last action with WorkForce West Virginia or the due date of the re-registration, whichever is later.